

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

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NOVEMBER 23, 2004

**FROM:       ROBERTA YORK, DIRECTOR  
              PRESCHOOL SERVICES DEPARTMENT**

**SUBJECT:    PURCHASE ORDER WITH MINOLTA BUSINESS SYSTEMS**

**RECOMMENDATIONS:**

1. Authorize the Purchasing Agent to increase existing purchase order #Z0598 with Minolta Business Systems from \$25,000 to \$60,000 for an increase of \$35,000, for the servicing of copy machines in the Administrative office and Head Start classroom sites throughout the county, for the remainder of FY 2004-2005.
2. Approve the estimated \$60,000 expenditure, under purchase order #Z0598, for the next two fiscal years (FY 2005-2006 and FY 2006-2007).

**BACKGROUND:** County policy 11-05 requires Board of Supervisors approval for the purchase of services that exceed \$25,000 per vendor, per fiscal year, per scope of work. In FY 2004-2005, a purchase order for \$25,000 was obtained by Preschool Services Department (PSD) for Minolta Business Systems for servicing and maintenance of the 48 copiers in locations throughout the county. Minolta is one of six vendors selected by the Purchasing Department, through a competitive process on RFP-J109, from which PSD purchases copiers and fax machines. Minolta Business Systems is the only vendor that is certified by the manufacturer to service this brand of equipment.

The Administrative office has five copy machines to serve staff assigned to the office, and 43 copiers assigned to various Head Start sites throughout the county to serve staff and parents. The PSD Fiscal Unit completed a review of previous and current usage of the services provided by Minolta Business Systems. The fiscal staff determined that due to heavy volume, the need for more frequent maintenance of machines, and the increase in maintenance costs, it was necessary to increase the total amount of the purchase order to ensure continued service through the remainder of the fiscal year. The analysis of usage, charges, and expected growth resulted in the estimate of \$60,000 per fiscal year for this expenditure. A multi-year purchase order, for \$60,000 per fiscal year, is requested in order to minimize the necessity of requesting Board approval each year.

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**REVIEW BY AND APPROVAL BY OTHERS:** This action has been coordinated with Purchasing (Aurelio De La Torre, Director, 387-2074) on November 2, 2004. This item has been reviewed by County Counsel (Julie Surber, Deputy County Counsel, 387-4119) on November 9, 2004; by HSS Finance (John Hallen, Administrative Analyst, 388-0356) on November 9, 2004, and by the County Administrative Office (Gary Morris, Administrative Analyst, 388-0356) on November 9, 2004.

**FINANCIAL IMPACT:** Adequate appropriations and revenue were included in the FY 2004-2005 PSD budget to cover this \$35,000 purchase order increase. These increases will be included in the FY 2004-2006 and FY 2006-2007 budgets. These costs are 100% funded by state and federal funds; there is no local cost.

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this agenda item and recommends this action, as these expenditures are 100% reimbursed by Administration for Children and Families.

**SUPERVISORIAL DISTRICT (S):** All

**PRESENTER:** Roberta York, Director, Preschool Services Department (909) 387-2355

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